



SIBS “Current Charges” Adjustment Sheet (for SIBS invoices only)

The State Integrated Billings System (SIBS) invoices have both SBC’s and MCI’s or Pacific Bell and WorldCom logo on the invoice as well as the CALNET Integrated Services logo that you see above.

The “Current Charges” field of a SIBS invoice does not reflect the debits and credits that are posted in the “Credits & Adjustments” section. Therefore, customers are responsible for applying the “Credits & Adjustments” section to the “Current Charges” section resulting in a new “Current Charges” balance.

Please submit this Adjustment Sheet along with your SIBS remittance slip to the State Controller in the event that your “Current Charges” needs to be adjusted.

The “Current Charges” balance should only be adjusted to reflect the “Credits & Adjustments” section. No other adjustments will be accepted with this form.

Use one Adjustment Sheet per invoice. Do not use one Adjustment Sheet for multiple invoices. For further information, refer to [ATR Bulletin 03-09](#).

Agency/Department	
Account Number (include the customer code)	
Invoice Number	
Bill Date	
Amount of the “Current Charges” (amount shown on page 1 of the invoice)	\$ _____
Amount of the “Credits & Adjustment” (amount shown on page 1 of the invoice)	Debit - \$ _____ Credit - \$ _____
Amount to be Paid (add or subtract the “Credits & Adjustment” to the “Current Charges”)	\$ _____
Explanation (activity causing the credits or debits to be posted to the “Credits and Adjustments” section)	
Submit Date	